

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 23

DATE: 9 June 1955

I. SIGNIFICANT ITEMS: NONEII. OTHER ITEMS:

A. OPERATING BUDGET - The Operating Budget for Fiscal Year 1956 was submitted to the Comptroller, 7 June 1955. The Comptroller will schedule hearings on these submissions and inform OTR of the date.

B. OTR VACANCIES - GS POSITIONSComponentProfessional Clerical

Plans & Policy Staff
 Assessment & Evaluation Staff
 Support Staff/Headquarters
 Support Staff/ISOLATION
 Basic School
 Intelligence School
 Language & External Training School
 Operations School/Headquarters
 Operations School
 Operations School

Total

25X1

C. MOTION PICTURE PRODUCTION CONTRACT - A requisition to execute a contract between CIA and [redacted] for the production of a motion picture for training purposes was submitted to the Logistics Office on 2 June 1955. The contract will cover the period 23 May 1955 to 1 February 1956. An advance of [redacted] is to be made to [redacted] for production of the film.

25X1

No 25X1

REIMBURSEMENT

D. REGISTRAR ACTIVITIES

1. The following special reports were prepared this week:

(a) Training received by the Training Officers in DDS. (For [redacted] SA/DDS)

25X1

JOB NO. [redacted] BOX NO. [redacted] FLD NO. [redacted] DOC. NO. 40 NO CHANGE
 IN CLASS/DECLASS. CLASS CHANGED TO: TS S (C) RET. JUST. 22
 NEXT REV DATE 09 JUL 1955 DATE 14 DEC 79 REVIEWER [redacted] TYPED DOC. 02
 NO. PGS. 7 CREATION DATE [redacted] ORG COMP 11 OPT 11 ORG CLASS S
 REV CLASS C REV COORD. [redacted] AUTH: HR 78-3

STAT

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- (b) Statistics on composition of the current Basic Orientation Course, including summaries by Division and Service Designation; age range; grade range; and length of service in the Agency; Total enrollment for the course is [] (For DTR)

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(c)

25X1

2. Weekly enrollment statistics on full-time OTR courses will be prepared and disseminated today.

25X1 3. [] is continuing to work over-time in the Registrar's Office.

E. PERSONNEL TRANSFER WITHIN ADMINISTRATIVE BRANCH

25X1 1. [] Travel Officer, TR, transferred from the Supply and Services Section to the newly activated Processing Unit. The Processing Unit is located in Room 1114, Alcott Hall. Telephones in Room 1114 will be changed from extension [] to extensions [] within one week.

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25X1 25X1 2. [] Security Officer, TR, moved from Room 1114, Alcott Hall to Room 7, Building [] Telephone number is now []

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F. BRIEFING OF RECRUITERS - On Monday, [] briefed a group of recruiters brought in from the field concerning the Instructor Development Program.

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G. VAULT SPACE, SECOND FLOOR, ALCOTT HALL - A request was forwarded to the Office of Logistics through the Office of Security for conversion of Room 2008, Alcott Hall from storage to vault space. When converted, this room will accommodate twenty-two 5-drawer key lock file cabinets. Vault space will be utilized by the Intelligence School and Basic School offices on the Second Floor, Alcott Hall.

25X1 H. PAINTING AND FINISHING CONTRACT [] - Authorization is not to exceed \$3500, and fiscal year 1955 funds are to be utilized. The Director of Logistics issued a delegation of authority on 3 June 1955 to the Commanding Officer, [] enabling him to execute a contract for painting and finishing the interior of four buildings at []

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25X1 25X1 I. VEHICLES - The Office of Logistics has informed the Supply and Services Section that the surplus used [] was delivered to [] on 6 June. Personnel from [] are scheduled to take possession of [] on 8 June.

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J. CLASSIFICATION SURVEY - [] is completing work on the classification survey of the Basic School and has begun work on the Intelligence School and the Administrative Branch.

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K. [] Weekly report of the utilization of []
[] for the period 1 June through 7 June is attached.

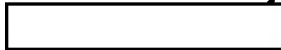
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Attachment:



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